

Laurier-Nipissing
Concurrent Education Program

Alternative Practicum Placements

Year 4
2011-2012

NIPISSING
UNIVERSITY

Schulich
SCHOOL OF EDUCATION

Brantford Campus

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Contact Information

The Schulich School of Education, Nipissing University-Brantford Campus is located at:
50 Wellington Street, Brantford, ON N3T 2L6
Tel: (519) 752-1524 Fax: (519) 752-8372

The main campus of Nipissing University is located at:
100 College Drive, North Bay, ON, P1B 8L7
Tel: (705) 474-3450

Dean of the Schulich School of Education:

Dr. Sharon Rich, sharonr@nipissingu.ca, (705) 474-3450, ext.4565

Vice-Dean of the Schulich School of Education:

Dr. Jim McAuliffe, jimmc@nipissingu.ca, (705) 474-3450, ext.4268

The staff and faculty who are responsible for assisting Teacher Candidates at the Brantford Campus with program and placements are:

Dr. Maria Cantalini-Williams, Associate Dean (Interim)

Dr. Mike McCabe, Co-chair of the Practicum Advisory Committee (PAC)

Deanne Osborne, Practicum Officer and Co-chair of the Practicum Advisory Committee (PAC)

Jamie McGinnis, Practicum Coordinator

Type-setting: Danielle Purdy, Practicum Placement Assistant

Rationale

Alternative Practicum opportunities in Year Four are a component of the Bachelor of Education degree in the Laurier-Nipissing Concurrent Education Program at the Brantford Campus.

Alternative practicum placements are an educational approach to integrating theory taught in courses with experience gained in non-traditional practicum placements. Alternative placements provide applications in diverse settings that have a teaching/learning component outside of the public school classroom context.

During Alternative Practicum placements, Teacher Candidates of the Nipissing Brantford Concurrent Education program will have opportunities to be immersed in the work of agencies and businesses that provide a community service role. These settings often address the needs of adults and children with an instructional component. The host agencies and businesses have opportunities to guide the learning of Teacher Candidates while gaining valuable volunteer assistance.

Evaluation and Standards of Practice are critical components of a developing teacher's awareness of expectations. During Alternative Practicum experiences, supervisors will evaluate Teacher Candidates against the Standards of Practice for the teaching profession as applied in this new context.

Standards of Practice

During an Alternative Practicum placement, Teacher Candidates are held to the same Standards of Practice for the teaching profession as when they are teaching in schools. These Standards are taught in coursework and reinforced throughout the concurrent education program. The Standards of Practice, as approved by the Ontario College of Teachers provide a framework to guide all professional activities and interpersonal interactions.

Commitment to Students and Student Learning

Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. Members facilitate the development of students as contributing citizens of Canadian society.

Professional Knowledge

Members strive to be current in their professional knowledge and recognize its relationship to practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to inform professional judgment in practice.

Professional Practice

Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation, resources and technology in planning for and responding to the needs of individual students and learning communities. Members refine their professional practice through ongoing inquiry, dialogue and reflection.

Leadership in Learning Communities

Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. Members maintain and uphold the principles of the ethical standards in these learning communities.

Ongoing Professional Learning

Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.

The Standards of Practice provide the framework for evaluations of Teacher Candidates in all contexts throughout their professional preparation program. The Standards of Practice and the Ethical Standards of the teaching profession are adapted and integrated in the evaluation form for Alternative Practicum Placements.

Documentation Requirements

There may be requirements in each Alternative Practicum Placement such as the need for a criminal reference check, inoculations, or first aid qualifications. The Teacher Candidate is to inquire about these requirements and provide evidence to the host agency as required.

Workplace Education Agreement Form (Appendix C)

A Workplace Education Agreement form is required from all Teacher Candidates, regardless of their Alternative Practicum Placement location, with the exception of International Placements. This form, (Appendix C), must be fully completed and signed by the Teacher Candidate, the Alternative Practicum placement supervisor, as well as the Practicum Office staff.

Section A must be completed with the Teacher Candidate's name and information as well as the placement information and supervisors name.

Section B must be filled out with the time period of when the placement will take place, (ex. 8am-2pm, every Monday).

Please ensure that the Teacher Candidate, the supervisor, and the Practicum Office all sign the form.

Once completed, a copy of the completed form needs to be submitted to the Practicum Office no later than one week after start date of Alternative Practicum Placement. A copy of the form should be retained by the Teacher Candidate.

Criminal Record Check Documentation

Teacher Candidates must carry, and be prepared to provide on request, a copy of a current Criminal Record and Vulnerable Sector Check card or document during any placement. If the Teacher Candidate is working with children under 18 years old in any context during an Alternative Practicum, they are required to provide a photocopy of their documents to their organization hosting the Alternative Practicum.

Course Credit Requirements

An Alternative Practicum is a requirement of the Observation and Practice Teaching course, (EDUC 4686-PJ and EDUC 4696-JI), in Year 4 of the Concurrent Education Program at Nipissing University. Once the Alternative Practicum requirements have been completed and the appropriate forms have been received by the Practicum Office, credit allocation for this course will be received for the 2011-2012 year. It is critical that the placement supervisor receives the evaluation forms at the start of the placement and is reminded of the need to complete the evaluation of the placement in a timely manner.

Failure to complete the Alternative Practicum Placement, undocumented absences, or failure to provide evaluation documents will result in a course failure in Observation and Practice Teaching. While it may be possible to accommodate the rescheduling of the Alternative Practicum Placement in extreme circumstances, Teacher Candidates should not assume that this provision will be available and need to attend placement regularly for consistency and continuity and strive to be successful.

Finding a Placement

The Teacher Candidate is responsible for procuring a placement and securing the name of the supervisor as indicated on Appendix B. The staff of the Practicum Office is responsible for handling the administration of the placement forms. The Practicum Advisory Committee (PAC) will approve acceptable placements.

The placement must meet the following criteria:

1. There must be a significant connection to human development and service to the community. Teaching skills may be applied in the placement.
2. The placement must total 120 hours within the time period from May 2011-May 2012.
3. The location must appear to be a healthy and safe working environment.
4. The placement is to be volunteer, not paid employment.
5. The placement must be in Ontario, but outside of a publicly funded school board.
6. The supervisor cannot be an immediate family member of the Teacher Candidate or a peer in the program.
7. An international placement must only be in a Nipissing sponsored international placement.
8. There must not be more than two (2) Teacher Candidates at the Alternative Practicum placement with the same supervisor.

The placements will be approved on a first-come-first-served basis and the approval period will not exceed three weeks.

There is a list of possible placement opportunities included in this handbook. For more placement options, please contact the Nipissing-Brantford Practicum Office or the Laurier Brantford Career Services office. In addition, the Nipissing-Brantford website includes current placement opportunities; http://www.nipissingu.ca/brantford/PRAC_ap.asp

Alternative Practicum Placement Request Letter (Appendix A)

In order to procure a placement, the letter in Appendix A must be presented to a potential Alternative Practicum Placement in Ontario to request the placement. This letter is an official letter of request from Nipissing-Brantford and outlines the parameters of the placements. It is recommended that Teacher Candidates provide the potential placement supervisor with a current resume and contact information in order that the supervisor has an overview of the Teacher Candidate's educational background and experience.

Alternative Practicum Placement Information Form (Appendix B)

The Teacher Candidate is to provide information about the organization for the Alternative Practicum application, outlining the nature of the activities and the contact information of the supervisor. The careful completion of the form provided in Appendix B is important. This form should not be submitted until the supervisor of the placement has agreed to host the Teacher Candidate. The signature of the supervisor can be replaced by an email message/note from the supervisor indicating that the placement is confirmed. As per the timelines outlined on page 10. This form should be completed and returned to the Practicum Office. The Practicum Advisory Committee will review the form and an email will be sent to the Teacher Candidate with an approval of the practicum placement site within three weeks of receiving the application. Placements meeting the outlined criteria for Alternative Placements will be approved.

Timesheet for Placement Hours (Appendix D)

A total of 120 Alternative Practicum Placement hours must be completed between May 2011 and May 2012 to successfully meet the Alternative Practicum component of the program.

Teacher Candidates can choose to begin their Alternative Practicum Placement anytime after May 1, 2011, with the placement completed by May 22, 2012. The 120 hours can be completed in varying schedules such as:

- 1 day (6 hours) per week for 20 weeks
- 4 weeks of 30 hours each
- 3 hours per day for 40 days
- International Placement of 3 weeks

At the end of the Alternative Practicum Placement, Teacher Candidates are required to have a supervisor complete the Timesheet provided, (Appendix D), to attest to the time they have devoted to the Alternative Practicum Placement. The Timesheet, (Appendix D), needs to be submitted with the Evaluation Form, (Appendix F). All documents need to be submitted to the Practicum Office one (1) week after the placement is completed.

International Placements

Only a Nipissing sponsored International Placement can be considered as an Alternative Placement. Final information on International Placements for 2011-2012 will be available in September 2011, but it is anticipated that both Italy and Kenya will be available for practicum placements in May 2012, subject to the Nipissing University budget and sufficient student interest. If interested in an International Placement, Teacher Candidates should explore the International Office website, <http://www.nipissingu.ca/international/> as well as http://www.nipissingu.ca/brantford/PRAC_ap.asp, including the PowerPoint presentations on Kenya and Italy. It is beneficial for applicants to indicate preliminary interest in an International Placement by completing Appendix B and submitting it to the Practicum Office by May 1, 2011. It is advisable that Teacher Candidates who will be applying for an International Placement also explore potential Alternative Placements in Ontario to take place between November 2011-May 2012 in case an International Placement is not a possibility. Teacher Candidates who are interested in completing an International Placement must submit the application by October 1, 2011 and will be informed of approval by mid-October 2011. The completion of specific waivers, and insurance forms will be required to address risk factors. If a Teacher Candidate is not approved for an International Placement, (due to a GPA below 7 or inadequate practicum evaluations), it will be necessary to complete an Alternative Practicum placement in Ontario for 2011-2012.

Alternative Practicum Reflections and Journal (Appendix E)

It is recommended that Teacher Candidates develop a binder or file of materials related to the Alternative Practicum Placement. This collection will include copies of materials such as the approved practicum description, Workplace Education Agreement Form, a current police reference check, plans/activities completed at the practicum and a sample evaluation form for reference. It is also recommended that Teacher Candidates complete a Journal of their daily activities and reflections that take place during their Alternative Practicum placement. Journals are an excellent tool for goal setting and self-reflection. A sample template is provided in Appendix E. The Journal entries will assist the Teacher Candidate and the placement supervisor to collaborate on the completion of the evaluation form. The Alternative Practicum Placement file or binder should be available upon request from the workplace supervisor or Nipissing practicum office staff in case issues arise at the placement.

Teacher Candidate Evaluation

Evaluation of the Teacher Candidate should be completed at the end of the Alternative Practicum Placement, (Appendix E). Forms should be received by the Practicum Office in a timely manner. The Evaluation Form and Timesheet should to be submitted no later than one (1) week following the completion of the placement. It is the responsibility of the Teacher Candidate to ensure that the Evaluation Form is submitted with the completed Timesheet. The required documentation can be submitted to the Practicum Office in the following ways:

1. The Teacher Candidate delivers a copy of the evaluation form to the Practicum Office at 50 Wellington Street, Brantford, ON
2. Email to brant@nipissingu.ca
3. Fax to (519) 752-8372
4. Mail to the Practicum Office at 50 Wellington Street, Brantford, ON N3T 2L6

Confidentiality

Most community organizations are governed by the Freedom of Information Act. As a Teacher Candidate in these settings, it is possible to be exposed to private and confidential matters while on placement. The FOI Act requires that there is respect of the privacy of each individual and no information should be shared that is learned about someone while in an Alternative Practicum placement. This is good professional practice and is consistent with the Standards of Practice for the teaching profession.

Summary of Procedures

The Teacher Candidate is responsible for the following:

1. Approach potential alternative placements with a request letter (Appendix A) and personal resume.
2. Once the supervisor agrees to host the Teacher Candidate, the Alternative Practicum Placement Application Form, (Appendix B) is completed and submitted to the Practicum Office, according to the timelines on page 10. Supervisor confirmation of the placement can be provided by a signature or email confirmation.
3. After placement is approved, complete the Work/Education Agreement Form and submit to the Practicum Office.
4. After receiving approval from the Practicum Office for the practicum, attend the Alternative placement, as negotiated with the supervisor, for a total of 120 hours.
5. Complete the practicum and request the supervisor complete the Timesheet, (Appendix C), and Evaluation Form, (Appendix E).
6. Submit the completed Evaluation and Timesheet to the Practicum Office one (1) week after the practicum placement is completed.

Potential Placements

While many community placements may be suitable, the following list is provided as a starting point to identify agencies that are appropriate for an Alternative Practicum placement.

- Aboriginal Cultural Centres
- Alternative Learning Centres
- Autism Centres
- Big Brothers/Big Sisters
- Canadian Cancer Society
- Charityvillage.com
- Child Care Centres
- Children's Help Line
- Children's Mental Health Services
- Children's Safety Village
- Community Living
- Conservation Areas
- Early Years Centres
- ESL/Multicultural Organizations
- Faculty Apprenticeships (research assistant, curriculum development)
- Family Counseling Centres
- Family/Children's Services
- Heart and Stroke Association
- Homeless Centres
- Hospitals
- Leadership Programs
- Learning Disabilities Association of Ontario
- Library Programs
- March of Dimes
- Outreach Programs
- Private Schools
- Ronald McDonald House
- Respite Care/Community Care Access
- Teaching Studios (art, dance, etc.)
- Tutoring Service
- University Departments
(Career Services, Writing Centre)

Timelines

Several offices and staff personnel are involved in helping each Teacher Candidate to have a successful Alternative Practicum Placement. Therefore, it is important to internal communications that each Teacher Candidate respect and adhere to the following timelines to ensure that the placement experience is conducted appropriately.

It is highly recommended that an application for an Alternative Practicum Placement be submitted to the Practicum Office at least one month before a placement is scheduled to begin. The Practicum Office and the Practicum Advisory Committee (PAC) will endeavour to approve and return the application to the Teacher Candidate within 2-3 weeks of submission.

Activity/Task	Guiding Timeline	Date of Approval from PAC
If placement is beginning May 2011 , complete appropriate forms and submit to Practicum Office.	April 1, 2011	2-3 weeks after submission
If placement is beginning July 2011 , complete appropriate forms and submit to Practicum Office.	May 15, 2011	2-3 weeks after submission
If placement is beginning September 2011 , complete appropriate forms and submit to Practicum Office.	July 15, 2011	2-3 weeks after submission
<p>If attending an International Placement:</p> <ul style="list-style-type: none"> • Indicate interest by completing Alternative Practicum Placement Application (Appendix B) and submitting completed form to the Practicum Office • Complete International Placement Application form and submit to the International Office. • Explore potential Alternative Placements in Ontario in case International Placement is not feasible. 	<p>May 1, 2011</p> <p>October 1, 2011</p>	<p>2-3 weeks after submission</p> <p>2-3 weeks after submission</p>
Provide the supervisor with the appropriate forms from the handbook.	Beginning of each placement	N/A
Track hours using Timesheet provided. Additional sheets can be made using similar template.	Ongoing	N/A
Submit the completed Evaluation Form and Timesheet to the Practicum Office and send a thank-you letter to the Placement Supervisor.	One week after placement ends	N/A

Responsibilities	Workplace Supervisor	Teacher Candidate
General Information & Expectations	<ul style="list-style-type: none"> • Provide guidance and leadership in the Alternative Practicum Placement setting. • Review expectations with Teacher Candidate on an ongoing basis. 	<ul style="list-style-type: none"> • Supply supervisor with appropriate forms and personal resume to secure placement. • Provide supervisor with current Criminal Reference Check
Attendance	<ul style="list-style-type: none"> • Emphasize the importance of regular attendance with the Teacher Candidate. • Set up appropriate schedule with the Teacher Candidate. 	<ul style="list-style-type: none"> • Attend Alternative Practicum Placement regularly and consistently. • Notify Placement Supervisor of any absence in advance. • Record any absences on Timesheet.
Planning & Implementation	<ul style="list-style-type: none"> • Work with Teacher Candidate to create plan of activities for placement days. • Ensure Teacher Candidate is aware of any preparation or planning that needs to be done in advance of attending placement. 	<ul style="list-style-type: none"> • Organize Alternative Practicum Placement binder/file to include attendance sheet, journal pages, and any information applicable to the placement setting. • Complete all required preparation and planning before attending placement.
Safety in the Workplace	<ul style="list-style-type: none"> • Ensure Teacher Candidate is aware of the health and safety concerns specific to the placement. • Sign the Work/Education Agreement Form. 	<ul style="list-style-type: none"> • Ensure familiarity with all applicable health and safety concerns and standards within the placement. • Complete the Work/Education Agreement Form and ensure it is submitted to the Practicum Office.
Confidentiality	<ul style="list-style-type: none"> • Inform Teacher Candidate of any elements of the position that require confidentiality and have forms signed as applicable. 	<ul style="list-style-type: none"> • Respect the privacy of those involved with the Alternative Practicum Placement. • Ensure courteous and respectful adherence of any confidential information. • Be aware of the Freedom of Information and Protection of Privacy (FOI) Act.
Reflections & Evaluations	<ul style="list-style-type: none"> • Submit evaluation one (1) week after placement ends. • Encourage goal setting and self-reflection. 	<ul style="list-style-type: none"> • Write detailed reflections in journal, (successes, areas for growth, etc.) • Ensure Timesheet and Evaluation are submitted one (1) week after placement ends.
Concerns	<ul style="list-style-type: none"> • Contact the Practicum Office with any issues or concerns regarding the Teacher Candidate. 	<ul style="list-style-type: none"> • Contact the Practicum Office with any issues or concerns regarding Alternative Practicum Placement.

APPENDIX A: ALTERNATIVE PRACTICUM REQUEST LETTER



50 Wellington Street, Brantford, Ontario, N3T 2L6
(519) 752-1524

March 14, 2011

Dear Community Partner,

This letter is to request your permission to host one of our Teacher Candidates in your organization for an Alternative Practicum Placement. As the Associate Dean of the Nipissing University, Brantford campus, Concurrent Education program, offered in partnership with Laurier University in Brantford, I would like to thank you for this opportunity to support our program. Students of the Laurier-Nipissing Concurrent Education program will graduate after five years with an Honours Bachelor of Arts degree in Contemporary Studies and a Bachelor of Education degree. The practicum component of the teacher education program consists of approximately 20 weeks of practice teaching in traditional classrooms with certified teachers and a 4 week (equivalent to 120 hours) Alternative Placement in a non-traditional teaching/learning setting.

Our Teacher Candidates in year four of the program will all complete the 120 hours of the Alternative Practicum Placement in the time period of May 2011 to May 2012. The 120 hours can be completed in any configuration of hours. A placement in your setting will allow our future educators to utilize the skills they have developed in our program and further develop new understandings and skills from experiences with your organization.

Each Teacher Candidate is responsible for procuring their own placement and completing the forms describing the placement with approval from the supervisor of the placement. The supervisor of the placement needs to agree to monitor the Teacher Candidate and complete a final evaluation. The Practicum Office of Nipissing University, Brantford campus, can be contacted if a concern arises in the placement.

Thank you in advance for your consideration of this request to host a Teacher Candidate in your organization. We trust that our future educators will be exemplary participants and assets to your organization.

Sincerely,

A handwritten signature in black ink that reads "Dr. Maria Cantalini Williams".

Dr. Maria Cantalini Williams
Associate Dean (Interim)
mariac@nipissingu.ca

APPENDIX B

**CONCURRENT EDUCATION PROGRAM
YEAR 4 – ALTERNATIVE PRACTICUM PLACEMENT APPLICATION**

The following form is to be completed and returned to the Practicum Office for approval by the dates specified in the Timeline on page 10. The criteria outlined in the Alternative Practicum Placement Handbook will be used by the Practicum Advisory Committee (PAC) to review the Alternative Practicum placement.

TEACHER CANDIDATE INFORMATION	
Name	Student ID #
Nipissing email address	
Phone # while on placement ()	
Starting Time of Placement:	
<input type="checkbox"/> Beginning May 2011	<input type="checkbox"/> Beginning July 2011
<input type="checkbox"/> Beginning September 2011	<input type="checkbox"/> 2012 International Placement <input type="checkbox"/> Italy <input type="checkbox"/> Kenya
ORGANIZATION INFORMATION	
Name of Agency	
Name of Supervisor	
Address	
Phone of placement	()
Email contact	
Provide a brief description of the organization and rationale for consideration as an alternative practicum.	
Provide a list of your anticipated responsibilities, tasks, and duties. Be as specific as possible.	
SIGNATURE OF TEACHER CANDIDATE:	
SIGNATURE OF PLACEMENT SUPERVISOR:	
AN EMAIL OR LETTER CONFIRMATION CAN BE SUBSTITUTED FOR SIGNATURE.	
<input type="checkbox"/> Approved by Practicum Advisory Committee (PAC)	
Confirmation of this placement will be returned to the Teacher Candidate within 3 weeks of receipt.	

The information on this form is required to maintain the employment record of the training participant and is collected under the authority of the Workplace Safety and Insurance Act, 1997, c.16, s.21, 22; and the Ministry of Colleges and Universities Act, R.S.O. 1990, c.M.19, s.5, and Order-in-Council 701/85. Because the Ministry of Education covers the cost of workers' compensation and private insurance coverage, the Ministry may use this information to verify the legitimacy of claims. Inquiries regarding this form should be directed to the Ministry of Education, 8th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario, M7A 1L2. Telephone (416) 325-2547. /

Les renseignements contenus dans ce formulaire sont requis pour tenir à jour le relevé d'emploi de la personne recevant une formation. Ils sont recueillis en vertu des articles 21 et 22 de la Loi de 1997 sur la sécurité professionnelle et l'assurance contre les accidents du travail, de l'article 5 de la Loi sur le ministère des Collèges et Universités, L.R.O. 1990, chap. M.19 et du décret 701/85. Étant donné que le ministère de l'Éducation assume le coût de l'assurance contre les accidents du travail et de l'assurance privée, le ministère peut utiliser ces renseignements pour vérifier la légitimité des demandes. Pour toute question sur ce formulaire, s'adresser au ministère de l'Éducation, 8e étage, édifice Mowat, 900, rue Bay, Toronto ON M7A 1L2, téléphone : (416) 325-2547.

Date Completed / Rempli le

Please print. / En caractères d'imprimerie

A. Parties to the Agreement / Parties contractantes

1. Name of training participant / Nom du-de la participant-e à un stage de formation		Date of birth / Date de naissance	Age / Âge	Sex / Sexe
Address / Adresse		Home phone no. / N° de tél. (domicile) ()	Postal Code / Code postal	
Program / Programme Concurrent Education				
2. Name of work placement employer / Nom de l'employeur		Name of training supervisor / Nom du-de la superviseur-e de la formation		
Address / Adresse		Telephone no. / N° de téléphone ()	Postal Code / Code postal	
3. Post Secondary Institution / Établissement postsecondaire Nipissing University - Brantford		Name of contact person / Personne-ressource Sharon Rich, Dean of Education		
Address / Adresse 50 Wellington, Brantford, ONT., N3T 2L6		Telephone no. / N° de téléphone (519) 752-1524	Postal Code / Code postal N 3 T 2 L 6	

B. Specific Time at Training Station / Durée du stage et horaire

1. **Period of Agreement / Durée de l'accord**
 The training participant, from /
 Le-la participant-e au stage de formation devra, du _____ 200____ to /
 au _____ 200____
 shall be involved in work activities as part of the above educational/training program as /
 dans le cadre du programme de formation susmentionné, exécuter les tâches de _____
 Teacher Candidate
 (job title / désignation de fonction)

2. **Hours of Training / Heures de travail**
 The normal hours of training shall be from /
 les heures de travail habituelles seront de _____ to /
 à _____

3. **Schedule of Training / Jours de travail**
 Identify the days when the training participant will be at the work placement (or attach training participant's schedule). / Inscrire les jours où le-la participant-e sera en stage de formation (ou joindre son emploi du temps).
120 hours at Alternative Placement
 (days of training / jours de travail)

C. Workplace Safety and Insurance Board Coverage / Assurance de la Commission de la sécurité professionnelle et de l'assurance contre les accidents du travail

1. Workplace Safety and Insurance Board coverage will be provided at the work placement by / Les primes de l'assurance de la Commission seront versées par
 the Ministry of Education / le ministère de l'Éducation for the entire period / pour toute la durée du stage.

2. Number of work placement hours for which Workplace Safety and Insurance Board Coverage has been provided (To be completed after completion of work placement component) / Nombre d'heures en stage de formation pour lesquelles l'assurance de la Commission a été fournie par (remplir une fois le stage terminé)
 By the Ministry of Education / le ministère de l'Éducation 200 _____ 200 _____

D. Private Insurance Coverage / Assurance privée

1. Private insurance coverage will be provided in the event that the work placement employer is not covered by the Workplace Safety and Insurance Board Coverage / Si l'employeur ne bénéficie pas de l'assurance de la Commission, une assurance privée sera retenue par
 By the Ministry of Education / le ministère de l'Éducation for the entire period / pour toute la durée du stage.

2. Number of work placement hours for which private insurance has been provided (To be completed after completion of work placement component) / Nombre d'heures en stage de formation pour lesquelles l'assurance privée a été retenue par (remplir une fois le stage terminé)
 By the Ministry of Education / le ministère de l'Éducation 200 _____ 200 _____

E. Signatures of Parties to the Agreement / Signature des parties contractantes

Training participant / Participant-e au stage de formation	Parent/Guardian (if applicable) / Père, mère, tuteur ou tutrice (le cas échéant)
Work placement employer / Employeur	Post-secondary Institution / Établissement postsecondaire

APPENDIX D: ALTERNATIVE PRACTICUM PLACEMENT TIMESHEET



Teacher Candidate's Name _____

Alternative Practicum Location _____

Alternative Practicum Supervisor _____

SPECIFIC DATES	ALTERNATIVE PRACTICUM HOURS	SUPERVISOR'S INITIALS	NOTES

Total Alternative Practicum Hours: /120

Teacher Candidate's Signature:

Supervisor's Signature:

Alternative Practicum Journal and Reflections (Sample)

Date(s): _____

DESCRIPTION OF TASK/ACTIVITY	PLANNING/PREPARATION/MATERIALS INVOLVED

Goal Setting

<i>Goal</i>	<i>Status & Decisions</i> <i>Action to take or Next steps</i>

ALTERNATIVE PRACTICUM JOURNAL (Sample)

Supervisor Review of **Weekly Accomplishments, Recommendations, & Outstanding Issues:**

<u>DATE</u>	<u>TASK</u>	<u>NOTES/RECOMMENDATIONS</u>

APPENDIX F: TEACHER CANDIDATE EVALUATION FORM



Schulich School of Education
 50 Wellington Street, Brantford, ON N3T 2L6
 brant@nipissingu.ca Tel:(519)752-1524 Fax:(519)752-8372

**ALTERNATIVE PRACTICUM EVALUATION REPORT
 2011-2012**

TEACHER CANDIDATE:	
ORGANIZATION:	
DATE OF COMPLETION:	
SUPERVISOR:	

RATING SCALE

Check one level as the overall level of evaluation:

**OVERALL
 EVALUATION**

<p>EXEMPLARY Displays exceptional skills in applying appropriate methodology to meet needs Actively seeks feedback Uses a reflective approach to independently modify professional practice Consistently explores and extends understanding of professional growth and responsibility</p>	
<p>PROFICIENT Displays sound skills in applying appropriate methodology to meet needs Requires minimal assistance in responding to suggestions for improvement Demonstrates ability to apply reflective thought successfully in a variety of situations</p>	
<p>ADEQUATE Displays solid understanding of professional growth and responsibility Uses some appropriate methodologies to meet needs Requires some assistance in implementing changes as a result of feedback Displays basic understanding of professional growth and responsibility</p>	
<p>DOES NOT MEET EXPECTATIONS Displays unsatisfactory understanding of professional skills Methodology is generally inappropriate and/or inadequate to meet the clients' needs Has difficulty in reflecting on practice and implementing, modifications Displays minimal evidence in practice, including respecting confidential information about students.</p>	

Comments on the Teacher Candidate's Experiences and Involvement:

Alternative Practicum Report, page 2
TEACHER CANDIDATE NAME:

	E	P	A	D	N/A
1. Commitment to Learning and Service					
Shows care and commitment to participants and colleagues					
Treats people equitably and with respect					
Identifies needs and makes adjustments to meet expectations of the role					
Creates opportunities for problem-solving, decision making and critical thinking					
2. Leadership and Community					
Collaborates with colleagues to create a learning community					
Assumes professional responsibility (initiative, regular attendance, punctuality, appropriate demeanor)					
3. Professional Learning					
Identifies expectations of placement					
Engages in reflection and uses feedback					
Plans for the learning environment and resources					
Demonstrates commitment to professional growth					
4. Engaging and Sustaining Relationships					
Becomes familiar with the organization and nature of participants					
Aware of expectations of the supervisor(s) and colleagues					
Includes participants through a variety of activities					
Uses strategies which facilitate learning and involvement					
Utilizes a variety of resources as required					
Reflects on activities and new understandings					
Contributes significantly to the placement					
5. Communication Practices					
Models effective and appropriate communication strategies with participants					
Uses listening and questioning skills as appropriate to the setting					
Models a positive and collaborative learning approach					
Applies skills in written communication					
Uses teaching strategies as appropriate (rules/routines, awareness of off-task behaviours, proximity, proactive strategies,)					

Signature of Supervisor